

# ARIZONA DEPARTMENT OF ADMINISTRATION

## Policies and Procedures

Subject: Employee Recognition & Recognition Leave  
Supersedes: N/A

Issued: 01/13/05  
Effective: 01/13/05

---

### **AUTHORITY**

R2-5-423

### **PURPOSE:**

To establish policies and procedures governing the operation of the Department's Employee Recognition Program and Recognition Leave Program.

### **POLICY:**

The Department of Administration recognizes that employees are its most valuable resource; that Department productivity and quality service are the sole result of employee efforts. Therefore, it is the policy of the Department to conduct an Employee Recognition Program which shall serve to recognize and reward employees for:

- Outstanding work
- Extraordinary contributions toward accomplishing agency goals
- Length of service
- Public service

### **PROCEDURES:**

1. Each Division's Assistant Director is responsible for the development and implementation of Division-wide recognition award presentations.
  - a. The Assistant Director shall appoint a Division Recognition coordinator to oversee the communication, promotion and coordination of recognition events within the Division and between the Division and the annual departmental program. Large divisions may need more than one coordinator.
  - b. Division recognition award presentations shall be conducted no less than on a quarterly fiscal year basis.
  - c. Division recognition award categories shall include at a minimum the following recognition awards:

***Employee of the Quarter:*** This category is designed to recognize and reward one employee from each Division whose individual performance is clearly exceptional relative to operational/ programmatic contributions, initiative, resourcefulness, creativity and positive, helpful attitude toward others in the Division.

- d. Any Division employee may nominate an employee within the same Division or another Division for the recognition award above.

- e. Certificates and/or other appropriate items as determined by the Director or Assistant Director shall be provided to the recipients of employee of the quarter.
  - f. Each division shall utilize the department's standard nomination form and criteria. The nomination form and criteria can be found in Appendix C.
2. A Department-wide recognition award program shall be established.

An Employee Recognition Committee (comprised of representatives from every division) may be established to promote and coordinate the recognition award nomination process. The Director may appoint this Employee Recognition Committee to review nominations for Department awards and to make recommendations to the Director as to employees who should be recognized. The Director shall designate one day each year as Employee Recognition Day during which Departmental-wide recognition ceremonies will be held.

- a. A nomination process shall be conducted and it shall be the responsibility of each Assistant Director to assure that their Division is satisfactorily represented in each of the award categories.
- b. Department recognition award categories shall include at a minimum the following recognition awards:

***Employee of the Year:*** This category is designed to recognize and reward one employee in the Department for performance criteria described in 1.c. above. Any Division employee with at least one year of service with the Division is eligible for nomination.

***Supervisor of the Year:*** This category is designed to recognize and reward one employee in the Department for demonstrated excellence in the leadership, motivation and support of staff toward the attainment of Division/Departmental goals and for positively affecting employee morale.

***Team of the Year: Group Award for Outstanding Achievement*** – This category is designed to recognize and reward a unit, section or special project team in the Department for excellence in productivity, teamwork, achievement of goals, creativity and / or dedication to service.

***Directors Special Awards of Excellence:*** This category is designed to recognize and reward a team that has shown outstanding performance through team work on a time sensitive project or an employee who have demonstrated, through volunteerism or other public service activity, a commitment to civic responsibility, a concern for the community and a dedication to improving the quality of life of its residents.

***Career Excellence Award:*** This category is designed to recognize and reward employees for outstanding achievement within their profession which significantly contributed to Division/Department goals.

***Length of Service:*** This category recognizes years of State service achieved by employees in increments of five years.

Any Department employee may nominate another ADOA employee or employees for award categories listed in #2 above.

### 3. The Award Program

- a. Recognition Leave – the Department of Administration is allotted 48 hours of recognition leave. The Director shall determine the distribution of the recognition leave hours. The recipients of the Team of the Year, Directors Special Award of Excellence (Team) and the Length of Service Award are not eligible for recognition leave.
- b. Pins, plaques, certificates and/or other appropriate items shall be provided as determined by the Director to award recipients.
- c. Length of Service Awards – At the Divisional level, service pins or other appropriate items shall be provided to all employees who have achieved a length of service milestone in increments of five years.
- d. Letter of Commendation
  - 1) When an employee receives a letter of appreciation from outside the Department expressing appreciation for outstanding work, that employee's supervisor is encouraged to commend the employee in writing and send a copy of the letter of commendation to the appropriate Assistant Director and the Director. A copy of the letter should also be sent to the Department of Administration Human Resources Office for inclusion in the employee's personnel file.
  - 2) Letter of commendations from an employee's supervisor or the Assistant Director of the Division are encouraged for outstanding achievements. Copies of such letters are to be sent to the ADOA Human Resources Office for inclusion in the employee's personnel file.